

Per Policy Branch

~~CONFIDENTIAL~~

To: Asst. Director for Special Operations
Chief, Personnel Branch, A&M
From: Executive for Administration and Mgt.
Subject: Testing and Classification Programs

5 February 1948

1. Confirming verbal agreement between the Assistant Director for Special Operations and the Executive for Administration and Management, the following will govern the personnel testing and desk audit program for the Office of Special Operations:

a. A comprehensive program covering the activities under the supervision of the Assistant Director for Special Operations will be developed by designated representatives of his office in coordination with the Chief, Personnel Branch, A&M. Testing materials utilized for other activities of CIA will be made available to and used by the Office of Special Operations in its testing program.

b. Actual testing of individuals and desk audits of positions in the Office of Special Operations will be performed by that office prior to submitting recommendations for promotion and/or reassignment of individuals assigned thereto.

c. The Assistant Director for Special Operations has agreed to insure close supervision of this program to the end that personnel under his jurisdiction will be required to ^{generally} meet the same standards as for all personnel assigned to other CIA activities.

d. Testing of individuals being employed for departmental positions in the Office of Special Operations will continue to be performed under the supervision of the Chief, Personnel Branch, A&M.

2. The Chief, Personnel Branch, will refer to the Executive for A&M for further action any case received from the Office of Special Operations which in his opinion involves doubt as to suitable qualifications of the individual concerned. In each such case a specific statement of reasons for doubt will be included.

3. It is requested that a copy of the final plan adopted to implement the above agreement be furnished the Executive for Administration and Management.

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